

RANDOLPH-MACON COLLEGE
REGISTRAR'S OFFICE
 P.O. Box 5005, Ashland, VA 23005-5505
 (804) 752-7227

Transcript Request Form

You may request an official transcript in person or by mail by submitting the Transcript Request Form. R-MC also provides online transcript ordering through a secure website at <https://iwantmytranscript.com/rmc>.

- We will not accept transcript requests via fax, e-mail, or telephone.
- We make every effort to process orders within two business days except during peak times at the beginning and end of the semester.
- No official transcript will be released for any student with an outstanding financial obligation to the College.
- Transcript fees of \$5.00 per transcript must be paid at time of request. Fees may be paid via cash or check (payable to Randolph-Macon College). Requestors wishing to pay via a credit card should utilize the online ordering service.
- For those students who enrolled at R-MC in fall 2001 or later, electronic transcript delivery is available. Requests for electronic delivery must be submitted through the online ordering service.
- You must use a separate form for each mailing address to which you are forwarding transcripts.

Official _____ Number of Copies
 Unofficial _____ Number of Copies

Student's Name:	
Street Address:	
City/State/Zip:	
Former Name: <small>(If different while at RMC)</small>	
Date of Birth:	
Phone Number:	

Check all that apply:

<input type="checkbox"/>	Currently enrolled	<input type="checkbox"/>	Mail	<input type="checkbox"/>	Hold for current term grades
<input type="checkbox"/>	Last attended (term):	<input type="checkbox"/>	Pick up on:	<input type="checkbox"/>	Hold for posting of degree
<input type="checkbox"/>	Graduated (date):				

Please Print: (I authorize the release of my records to:)

Recipient's Complete Name:	
Street Address:	
City/State/Zip:	

Signature:	Date:
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Office Use Only:		
Request Received: _____	Amount Paid: _____	Transcript Sent: _____